

Job Title**Lead Child Care Giver/Director****Closing Date 08/01/06****Job Type****Caregiver
Child Care Professional
Program administrator**Manages Others? **yes****Compensation**Base Pay: \$ - \$ Hour
(Low - High)**Job Location**City: **Las Cruces**County: **Dona Ana**

Relocation Expenses Covered?

Job Description

Prepare and implement daily lesson plans for activities for infants and children using developmentally appropriate techniques; organize and participate in curriculum development including games, arts and crafts, music and dance, reading and storytelling, and related activities; maintain appropriate logs, files and records, prepare required state reports on time, maintain confidentiality of all records and files of teen parents and their families; plan and provide school lunches and snacks; maintain compliance with appropriate health and safety regulations; collaborate with GRADS teacher regarding relevant issues on a regular basis; work with teen parents and their children to identify strengths and needs of children, maintain current records of the growth, health, behavior and developmental progress of each child and encourage positive parenting skills; engage in on-going professional growth activities as per licensing requirements including attendance at GRADS training and workshops; participate in GRADS Advisory Committee meetings and activities; assist teen parents in their use of other community resources in such areas as health education and services, social services, and other related services; prepare financial documentation of a line item budget for the district's finance personnel; assist children with self-help, feeding and personal hygiene skills and maintain discipline in the center; orientation of new staff to the childcare center procedures, paper flow and tracking systems; expend and maintain record of expenditures of any federal and state funding allocation; perform related duties as needed or assigned; organize and oversee the work of other staff and student workers in the childcare center; lift up to 50 pounds; organize clean up routines and ensure CCC facilities and equipment are clean and free of potential hazards.

Job Requirements

Employee Type: **Full-Time**

Experience Required: **At least 1 year**

Degree Required: **2 year degree**

Travel Required: **Some**

At least 21 years of age and proof of a current: CDA, CCP, Montessori teacher certification, NAC, AA or AAS degree in child development or early childhood educations, and at least 2 (two) years of experience in an early childhood growth and development setting; OR BA or higher in early childhood education or related field with at least 1 year of experience in an early childhood growth and development setting. Must have Criminal Records Bakground Check, must use CHild Care Licensing Bureau Fingerprint Cards and LCPS cards and CPR/First Aid Certification.

Contact Information

Company Name: **Las Cruces Public Schools Human Services Department**

Contact Email: **lcps.k12.nm.us**

Phone: **505-527-5973**

Name:

Fax: